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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Chief, Research and Planning Staff

DATE: 22 December 1952

FROM : Clint Fielder

SUBJECT: Plan for Annual Personnel Office Report

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1. A partial review of the Weekly Status Reports indicates that they are an insufficient source for preparing an annual report. Status reports by definition are succinct statements of significant happenings during each reported week. In effect, they are listings of major events, proposed policies and procedures. As such, they are mainly geared to verbal or documentary communications previously addressed to the DD/A and have meaning in reference to matters mutually understood by the Personnel Office and the DD/A. Thus, if the items in the Status Reports were to be used as the content of the annual report, constant reference would have to be made to the general files for supporting documentation. Collectively, the items would not provide an integrated picture of personnel operations during the year; instead, the annual report so devised would mainly consist of a series of specifics - problems, policies, procedures, accomplishments, etc. - items of significance which taken together would not clearly depict the principal objectives and achievements of the Personnel Office.

2. The following outline is recommended in developing the annual report:

- a. Description of major programs
 (Source: Functional statements and narrative briefs of major programs, projects and operations, prepared by the Divisions and Staffs.)
- b. Accomplishments
 (Source: Narrative summaries of major achievements, prepared by Divisions and Staffs)
- c. Statistical Summary
 (Source: EOD's, Separations Clearances and other items, prepared by Group C, Research and Planning Staff)
- d. Summary of Organizational and Personnel Changes.
- e. Resume of Policy and Procedural Proposals Submitted to DD/A or Internally Invoked.
 (Sources: Regulations, Notices, PDM's, Status Reports)

3. If the components of the above outline are approved, I will prepare a memorandum to the Personnel Director and a proposed memorandum to Division Chiefs for the signature of the Personnel Director.

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Ralph:

We have two tasks before us of a similar nature.

1. George wants a report compiled showing our accomplishments during calendar year 1952. We have our weekly reports to DD/A which will furnish the bulk of the report. There are other items, tho, which we will have to sit and dream about awhile in order to include them. Perhaps we had better have a session with each staff and div. chief and probe for overall accomplishments which have not been reflected on a day-to-day basis.

2. We need to plot our course for calendar year 1953. Our Plan of Operations, so to speak. Some things we have scheduled for accomplishment, others we are thinking about only. We should systematize our thinking to the point of putting it down in writing as a target if nothing else. We need to consider "who", "what", "why", and of course, an approximate "when".

Let's see if we can agree on a plan of working these out. Maybe we need to have a group meeting and discuss the various points. Maybe you and I can arrive at a plan.

CWC, 10 Dec 52